

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

CONTRACT MONITOR SPECIALIST

Role Title: Program Administration Specialist II

Position #W0205

Pay Band 5, Level II Hiring Range: \$20.10 - \$32.52

Hourly Position – No State Benefits

Closing Date: August 12, 2013

Unique opportunity to join the Program Integrity Division Prior Authorization Team. This position provides audits, consultation, and monitoring of operational efficiencies and technical support to the service authorization contract for clinical reviews and decisions. The incumbent works with a team of contract monitors and service authorization specialists in determining the service authorization contractor's compliance with the contract, with emphasis on non-traditional Behavioral Health/Community Mental Health Rehabilitative Services, and Home and Community based waiver services. Candidates must have comprehensive knowledge of health and social services as well as federal, state, and social services regulations. Requires experience analyzing health care documentation to determine medical necessity and appropriateness of services. Must be proficient using the PC and word processing, spreadsheets, and database management software applications. Must have demonstrated ability to research and analyze data, identify program changes, interpret state and federal regulations and DMAS policy. Must have demonstrated ability to communicate effectively orally and in writing. Experience with Medicaid Management Information System (MMIS) a plus. Professional education, training or degree in human services, medical or related field preferred. **This is an hourly position with no state benefits and limited to 1,500 hours per year at 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA